

# Production Records for the Summer Food Service Program

Section 7 CFR 225.15 (b)(3) of the U.S. Department of Agriculture's (USDA) regulations for the Summer Food Service Program (SFSP) requires SFSP sponsors to maintain records of participation and preparation or ordering of meals. Production records are not required. However, the Connecticut State Department of Education (CSDE) encourages all summer meal sites to use production records because they provide the required documentation that meals and snacks meet the SFSP meal patterns.

A production record is a working tool that outlines the type and quantity of foods that need to be purchased and available for the meal service. In addition to documenting reimbursable meals, production records provide valuable information to help with menu planning, forecasting products and amounts, purchasing foods, controlling waste, and identifying acceptable menu items.



Table 1 summarizes what production records should include and when SFSP staff should complete the information.

Table 1. Using production records in the SFSP	
Complete <i>before</i> meal service	Complete <i>after</i> meal service
<ul style="list-style-type: none"> <li>• Name of site</li> <li>• Meal date</li> <li>• Meal type (breakfast, lunch, supper, snack)</li> <li>• All planned menu items including all meal choices, food components, types of milk, leftovers, substitutions, and noncreditable foods (e.g., condiments)</li> <li>• Recipe name and number, or product name and code</li> <li>• Planned serving size and number of servings for reimbursable meals and, if applicable, nonreimbursable meals, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals</li> </ul>	<ul style="list-style-type: none"> <li>• Temperatures (complete throughout meal service) <sup>1</sup></li> <li>• Total amount/quantity of food prepared for each food item or menu item, e.g., number of servings, pounds, cans, and pieces</li> <li>• Amount of leftover food for each food item or menu item</li> <li>• Total amount of food served</li> <li>• Number of reimbursable meals served to children</li> <li>• Number of nonreimbursable meals served, e.g., meals for SFSP staff, incomplete meals served to children, and second SFSP meals exceeding 2 percent of all first meals</li> </ul>
<p><sup>1</sup> Staff should record temperatures throughout the meal service to ensure that hot foods are held at 140 °F or above and cold foods at held at 41 °F or below. For additional guidance, visit the CSDE's <a href="#">Food Safety for Child Nutrition Programs</a> webpage.</p>	

# Production Records for the SFSP

SFSP sponsors that do not use production records must develop an alternate system to document the amount of foods purchased and the serving sizes provided for each meal and snack, such as maintaining a list of the serving size and amount purchased for each menu item. Menu planners should use the USDA's [Food Buying Guide for Child Nutrition Programs](#) to determine how many servings a specific quantity of food will provide. In addition, all SFSP sponsors must maintain the required crediting documentation for commercial products and foods from scratch. This includes the planned menu, standardized recipes, Child Nutrition (CN) labels, product formulation statements, and documentation to reflect any substitutions to the planned menu.

## Sample Production Records

The CSDE has four sample production records that SFSP sponsors may use or adapt to fit individual program needs. The sample production records are available in the [“Production Records”](#) section of the CSDE's SFSP webpage.

## Guidance for Completing Production Records

Correctly completed production records provide accurate documentation for SFSP sponsors. SFSP sponsors should ensure that staff:

- complete all information and check for missing or incomplete information;
- record the information legibly, i.e., handwriting can be read;
- use the proper weight or volume measure for the serving of each food item, e.g., cups for fruits and vegetables (refer to [“Volume versus Weight”](#) in this document);
- enter the number of servings, pounds, cans, or pieces (not the number of portions prepared) in the column for the total quantity of food used;
- list the type of milk served;
- list all condiments;
- list portion sizes accurately and check that they are the same as what is actually served to children;
- list all items prepared for the meal, including alternate meal choices, if available;
- record the “planned” servings;
- list nonreimbursable meals and snacks separately from reimbursable meals and snacks;
- list any unplanned amounts of food added during the meal service;
- indicate if any substitutions are made or leftovers are used; and
- use a production record for each site.

SFSP sponsors should maintain production records on file with other SFSP documentation. The CSDE will review menu documentation (including production records, if available) during the Administrative Review of the SFSP.

# Production Records for the SFSP

## Volume versus Weight

The amounts listed in menu documentation records must reflect the servings required by the SFSP meal patterns. The SFSP meal patterns indicate the servings of the food components by weight (ounces) or volume (fluid ounces). For example, the servings for the vegetables component and fruits component are indicated by volume (cups). The servings of most foods in the meat/meat alternates component are indicated by weight (ounces), but volume is required for some foods such as peanut butter (tablespoons), cottage cheese (cups), and legumes (cups).

Volume and weight measurements are not the same. Volume is the amount of space an ingredient occupies in a measuring container. Volume measures include teaspoon, tablespoon, fluid ounce, cup, pint, quart, and gallon.

A common issue with menu documentation records is listing incorrect serving sizes, e.g., listing the serving for a fruit or vegetable as “4 ounces” instead of “½ cup.” This does not indicate that the serving meets the meal pattern requirements because these two measurements are not the same.



The weight of a specific volume of food varies depending on the density of the food. For example, ½ cup of lettuce weighs less than ½ cup of cooked butternut squash; and 1 cup of whole-grain flaked cereal weighs less than 1 cup of baked beans. For many foods, a specific measure of volume does not equal the same measure of weight. There are some exceptions, such as yogurt (a ½-cup serving of yogurt equals 4 ounces by weight) and certain types of canned fruits and vegetables. For information on the weight equivalent of servings measured by volume, refer to the USDA’s [\*Food Buying Guide for Child Nutrition Programs\*](#).

Menu planners should use the USDA’s [\*Food Buying Guide for Child Nutrition Programs\*](#) to determine the amount of a food that meets the required meal pattern serving, and must ensure that production records reflect this amount. For example, the servings of vegetables, fruits, peanut butter, and legumes must be listed by volume, not weight.

For information on weights and measures, refer to the Institute of Child Nutrition’s (ICN) resource, [\*Basics at a Glance\*](#), and visit the “[Weights and Measures](#)” section of the CSDE’s SFSP webpage.

# Production Records for the SFSP

## Resources

Basics at a Glance (ICN):

<https://theicn.org/icn-resources-a-z/basics-at-a-glance/>

Child Nutrition (CN) Labeling Program (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/CNlabel.pdf>

Crediting Foods in the SFSP (Documents/Forms section of CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents>

Crediting Summary Charts for the SFSP Meal Patterns (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Crediting\\_Summary\\_Charts\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Crediting_Summary_Charts_SFSP.pdf)

Food Buying Guide for Child Nutrition Programs (USDA):

<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>

Meal Patterns for the SFSP (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MealPatterns>

Product Formulation Statements (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Product\\_Formulation\\_Statements.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/Product_Formulation_Statements.pdf)

Production Records (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#ProductionRecords>

Resource List for Food Safety in Child Nutrition Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesFoodSafety.pdf>

Resource List for Menu Planning and Food Production in Child Nutrition Program (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/Resources/ResourcesMenuPlanning.pdf>

Resources for the SFSP Meal Patterns (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Resources\\_SFSP\\_Meal\\_Patterns.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Resources_SFSP_Meal_Patterns.pdf)

SFSP Menu Planning (CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program#MenuPlanning>

Standardized Recipe Form for the SFSP (CSDE):

[https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Standardized\\_Recipe\\_Form\\_SFSP.docx](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/CreditingSFSP/Standardized_Recipe_Form_SFSP.docx)

Weights and Measures (Documents/Forms section of CSDE's SFSP webpage):

<https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Documents#WeightsMeasures>

# Production Records for the SFSP



For more information, visit the [Production Records](#) section of the CSDE's SFSP webpage, or contact the [Summer Meals staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/Production\\_Records\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/MealPattern/Production_Records_SFSP.pdf).

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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